File and Page Naming Convention for Scanned Form9 Upload

For example if an establishment DLCPM000XXXX000 contains ten pages then DA Account will scan ten pages. Each scanned page need to be named as DLCPM000XXXX000_FROMPFNO_TOPFNO.pdf. In case the first page, second page of Form-9 has employees details from Pf No. 01 to 25, Pf No. 26 to 42 respectively then scanned document file will be named as DLCPM000XXXX000_0000001_0000025.pdf, DLCPM000XXXX000_0000026_0000042.pdf.

All scanned pages will be stored in a directory named DLCPM000XXXX000. i.e in folder DLCPM000XXXX000 ten scanned PDFs will be copied.

The folder i.e DLCPM000XXX000 will be zipped and DLCPM000XXXX000.zip file.

NB. Use lower case for all file extensions like .pdf , .zip.